



## Staff Report

May 12, 2015

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**TO:** Honorable Mayor and Town Council  
**FROM:** Roger Carroll, Treasurer/Finance Officer  
**DATE:** May 5, 2015  
**RE:** Council and Staff Technology Loan Program

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### **RECOMMENDED ACTION:**

Adopt the proposed Technology Loan Program modification by resolution

### **ISSUE STATEMENT AND DISCUSSION:**

In April, the Town staff was visited and instructed by an ergonomics and biomechanics specialist, provided by the Town's risk pool, SCORE. He demonstrated that one of the best ways to avoid on the job injuries is to have healthy and fit employees.

In an effort to have healthy and fit employees, many cities are adopting wellness programs. Wellness programs have many facets including; health coaching; lunch time seminars on nutrition, smoking cessation, goal setting and other subjects; discount gym memberships or on-site fitness centers.

Staff feels that the first step in our wellness program would be to encourage employees to commit to an ongoing exercise program. Since it would not be feasible to have an on-site fitness and expensive to subsidize gym memberships. Other cities, though, have modified their employee technology loan programs to include fitness equipment.

Staff recommends that the Technology loan program include the following regarding exercise equipment loans:

- The Town Manager shall determine whether the requested equipment is consistent with the employee's current or proposed fitness regime
- The loan shall be for durable equipment only
- "Seasonal" equipment (such as kayaks or snowboards) are discouraged, but up to the Town Manager's discretion
- No Wii's or other computer-related games

### **FINANCIAL CONSIDERATIONS:**

The Technology loan program has demonstrated that there are practically no costs to the Town: only the time required to review the proposal and set up the payroll deduction in the accounting system.

The loans, themselves, are charged interest at a rate equal to the Local Agencies Investment Fund.

Attachments

**TOWN OF LOOMIS**  
**RESOLUTION NO. 15 –**  
**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS**  
**MODIFYING THE TECHNOLOGY LOAN PROGRAM**

**WHEREAS**, the Town of Loomis recognizes the benefit of fit and healthy employees and Council members; and

**WHEREAS**, in an effort to keep our employees and Council members fit and healthy, the Town of Loomis feels compelled to encourage them to maintain a continuing fitness regime; and,

**WHEREAS**, the Town has sufficient funds to cover its daily cash requirements, and

**WHEREAS**, excess funds currently invested in money market accounts could be loaned to Council members and employees to purchase exercise equipment without loss of income to the Town,;

**NOW THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Loomis that the Town of Loomis does hereby adopt the attached Technology and Equipment Loan Program:

**PASSED AND ADOPTED** by the Town Council of the Town of Loomis this 12<sup>th</sup> day of May, 2015 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Rhonda Morillas, Mayor

**ATTEST:**

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Town Clerk



## **Town of Loomis**

### **Technology and Equipment Loan Program**

#### **Purpose**

The purpose of the program is to assist Council members and Staff with the purchase of personal technology to assist in managing time and protecting natural resources and exercise equipment used in an ongoing fitness regime.

#### **Eligibility**

The loan program will be available to permanent "benefited" employees and Council members with at least one year remaining in their term. Employees must complete their probation period with the Town before they are considered eligible.

#### **Program Parameters**

Employees and Council members may have only one loan at a time. All peripheral devices, accessories and software must be purchased at the same time.

Loan payments must be made by payroll deduction for fewer than 40 consecutive payrolls and not less than \$25 per bi-weekly payroll.

The loan balance may be paid off at any time with no pre-payment penalty.

Any remaining loan balance must be paid in full at time of separation of employment. Payment will be made directly and/or by deduction from the last paycheck. In the event an outstanding balance remains, the employee is responsible for making payment arrangements. The failure to make full payment will obligate the employee to pay the Town's attorney in any restitution process.

Eligible technology equipment must meet the following parameters:

- Must be a complete device or major upgrade.
- Must benefit the Town as approved by the Town Manager.
- Games, entertainment software and devices (e.g. joystick) are not eligible.
- Tax and shipping costs are eligible.
- Training (other than as included with the purchase price), memberships (e.g. internet) and subscriptions are not eligible.
- The maximum loan will not exceed \$1,500.

In addition to the above, exercise equipment must also:

- Be durable equipment only
- Seasonal equipment (such as kayaks or snowboards) are discouraged, but within the discretion of the Town manager's approval
- No Wii's or other computer-related games

All purchases are subject to the approval of the Town Manager.

**Purchasing procedure**

Purchases may be made by the Member or Employee and reimbursed by the Town, or acquired through the Town's purchasing system. Under either method, the Member or Employee is responsible for negotiating the price of the equipment and acquiring the Town Manager's approval before purchase. Interested individuals should complete the attached form and submit it to the Town Manager for approval.

